

June 12, 2019

Dear Property Owner or Agent:

The State of South Carolina is seeking Medical University of South Carolina office space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4 p.m., July 10, 2019.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,

Gary M. Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC)**

OFFICE SPACE IN CHARLESTON COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – Medical University of South Carolina (MUSC) – University Risk Management Division

- Location: Charleston County
 - Prefer to be within 3-5 minutes of main campus.
- Expected occupancy date: November 1, 2019
- Total space needed is approximately 3,500 rentable square feet +/-
- Ideal set up should include, but is not limited to:
 - 6 offices of approximately 120 square feet each
 - 19 cubicles of approximately 48 square feet each
 - 1 reception area with seating for 2 people of approximately 50 square feet
 - 1 print alcove of approximately 40 square feet
 - 1 kitchen/break area to accommodate seating 5 people of approximately 150 square feet
 - 1 medium storage area or room of approximately 180 square feet
 - 1 large storage area or room of approximately 250 square feet
 - 1 large conference room seating for 10-12 people of approximately 350 square feet
 - 1 open area for 6 file cabinets of approximately 54 square feet
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- 24/7 access is required.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 22 parking spaces are preferred. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for a minimum of 3 and 5-year terms.
- Prefer new paint and carpet
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.
- Agency will provide signage based on the South Carolina Medical University sign standards to be installed by landlord.
- Example of floor plan is attached

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at:**
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or
can be provided upon request.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4 p.m., July 10, 2019**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with South Carolina Department of Health and Human Services. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 FAX: 803-737-0592
EMAIL: gary.anderson@admin.sc.gov



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EXAMPLE OF FLOOR PLAN

